



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-13-19**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION** Accounts Receivable Assistant

**OPENING DATE** Thursday: May 09, 2013

**CLOSING DATE** Thursday: May 23, 2013

**WORK HOURS** Full-time; 40 hour workweek

**GRADE/SALARY** FSN-7 11,985.00/USD

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Accounts Receivable Assistant at the Financial Management Office (FMO).

**BASIC FUNCTION OF POSITION**

This is a non-supervisory position in the Financial Management Office. The Incumbent performs primarily as the Accounts Receivable Assistant and is fully responsible for the overall control on Accounts Receivables. Receives, analyzes, controls and interprets various reports to compute accounts receivable. Calculates, prepares, and distributes bills for collection and inter-agency journal vouchers for all receivable amounts. The incumbent also performs administrative duties and serves as the Secretary to the USDH Financial Management Officer and the Financial Management Office, and performs a wide variety of high level administrative and secretarial duties in support of the FMO activities and office operations. Maintain effective liaison and communications with all Mission staff in Khartoum, Juba, Elfasher and outside vendors. Incumbent is responsible of follow-up, track and record receivables payments. Provide weekly/monthly reports on status of the receivables account or upon request. Reports directly to the Financial Management Specialist.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

**1. Education:**

University Diploma in business administration.

**2. Work Experience:**

At least three years of experience in administration or secretarial related work.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level IV (Fluent)

Arabic: Level IV (Fluent)

#### **4. Skills and Abilities:**

- Must possess a high level of interpersonal skills and good customer care service skills to deal with customers.
- Must be able to use a personal computer and other office equipment such as a copier and a fax and
- Have a proficiency in computer applications such as Excel, Word, Access and Outlook.
- Must have the capacity to learn and understand USG operations procedures and policies.

#### **SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

#### **TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:00 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance. Or by hand to the US Embassy, Juba addressed c/o Faustino Jadri.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.